

4 March 1983

MEMORANDUM FOR: Director of Personnel

FROM : [REDACTED]  
Executive Secretary

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SUBJECT : Change of Position from Exempt to Non-Exempt

REFERENCE : [REDACTED]

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1. The position of the Records Management Officer, DCI Area, and Chief, Executive Registry is classified as an exempt position under the FLSA for overtime payment purposes. In order for the occupant of this position to be paid for all overtime to include the first eight hours, the position would have to be determined to be non-exempt from the provisions of FLSA.

2. The position, number AA 015, requires substantial amounts of overtime work on a continuing basis. Due to the nature of work performed by the Executive Registry it must be manned for extended periods of time on a daily basis, including weekends and occasionally on holidays as well. Productivity is predominately measurable on number of hours performed.

3. Therefore it is requested that this position be converted from exempt to non-exempt under the Fair Labor Standards Act (FLSA) retroactive to the date upon which the current incumbent, [REDACTED] occupied the position.

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cc: AO/DCI